

RESULTS-BASED ACTION PLAN

for Implementation of Part VII, Section 41 of the *Official Languages Act*

2012-2015



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GLOSSARY

Action plan: SSHRC's Results-Based Action Plan for Implementation of Part VII, Section 41 of the *Official Languages Act* (herein referred to as Section 41 of the OLA):

- demonstrates SSHRC's commitment to fulfill its role and responsibilities under Section 41 of the *Official Languages Act* (OLA);
- establishes a link between the priorities of official-language minority communities (OLMCs) and SSHRC's mandate; and
- documents in a structured way the actions and activities SSHRC plans to undertake to contribute to the development of OLMCs and the promotion of official languages.

SSHRC's action plan supports the implementation of [SSHRC's policy on Section 41 of the OLA](#).

Activities: Actions or work undertaken to produce outputs; what we do to reach results, with a direct link to results.

Official Languages Act: Section 41 of the OLA commits federal institutions to taking positive measures to:

- enhancing the vitality of the English and French linguistic minority communities in Canada and supporting and assisting their development; and
- fostering the full recognition and use of both English and French in Canadian society.

Federal institutions subject to the Accountability Framework for the Implementation of Sections 41 and 42 of the *Official Languages Act* (commonly called "designated institutions") are required to submit an annual or multiyear action plan, as well as an annual report on results, to Canadian Heritage. Although SSHRC is no longer a designated institution as of 2012-2013, it will maintain a multiyear action plan as good practice to ensure sound implementation of Section 41.

Outputs: Direct products or services resulting from the activities, policies, programs or initiatives of an organization.

Indicators: Elements of meaningful information used to measure progress towards achieving expected results. Indicators can be quantitative (resulting from data collection) or qualitative (resulting from the observation of a phenomenon).

Results/progress: Changes or effects directly attributable to the activities, policies, programs or initiatives of an organization.

Stakeholders: In addition to Canadian Heritage and Treasury Board, various stakeholders have an interest in SSHRC's activities related to Section 41; these include, in particular, the Senate and House of Commons standing committees on official languages, the Office of the Commissioner of Official Languages, OLMC organizations, and organizations working in the area of postsecondary research in the social sciences and humanities.

Official-language minority communities: OLMCs are French-speaking communities living in a territory or province other than Quebec, and English-speaking communities living in Quebec. These are the "English and French linguistic minority communities in Canada" referred to in Section 41 of the OLA.

Given its mandate to support postsecondary research excellence, SSHRC's Action Plan focuses on OLMC institutions and researchers and students working in OLMC institutions, which include:

- Francophone or bilingual institutions outside of Québec; and
- Anglophone or bilingual institutions within Québec.

In cases where the OLMC institution exists within a larger majority language institution, the OLMC component of the institution is considered to fall within this definition. Current OLMC institutions are:

Bishop's University
Collège Boréal
Concordia University
Dawson College
Collège universitaire dominicain/Dominican University College
Collège universitaire Glendon - York University
Collège universitaire de Saint-Boniface
Institut Français/University of Regina
Laurentian University/Université Laurentienne
McGill University
Royal Military College/Collège militaire royal du Canada
Saint Paul University
Université de Hearst
Université de Moncton
Université de Sudbury/University of Sudbury
University of Alberta Campus Saint-Jean
University of Ottawa/Université d'Ottawa
Université Sainte-Anne
Vanier College

RESULTS-BASED ACTION PLAN

IMPLEMENTATION OF SECTION 41 OF THE *OFFICIAL LANGUAGES ACT* 2012-2015

GENERAL INFORMATION

Federal institution:	Social Sciences and Humanities Research Council (SSHRC)
Website:	www.sshrc-crsh.gc.ca
Minister responsible:	The Honourable Christian Paradis, Minister of Industry
Senior official(s) responsible for implementation of Section 41 of the OLA (e.g., assistant deputy minister or official languages champion):	Chad Gaffield, President, SSHRC Gisèle Yasmeen, Vice-President, Research SSHRC
General mandate of federal institution:	To promote and assist research and scholarship in the social sciences and humanities and advise the minister on related matters
National co-ordinator responsible for implementation of Section 41: Exact title: Telephone: Email:	Louise Renaud Human Resource Advisor, SSHRC 613-947-9156 louise.renaud@ sshrc-crsh.gc.ca
Regional co-ordinators (if any):	N/A

SUMMARY OF PROGRESS EXPECTED

During the Period Covered by the Action Plan

SSHRC is the federal agency that promotes and supports postsecondary research and training in the humanities and social sciences. Through its programs and policies, SSHRC enables the highest levels of research excellence in Canada, and facilitates knowledge sharing and collaboration across research disciplines, postsecondary institutions, and all sectors of society.

SSHRC implements its mandate by awarding scholarships and research funding on the basis of open, transparent merit-review processes that assess excellence. In accordance with its mandate and its rigorous adjudication process, SSHRC funding is accessible to all humanities and social sciences scholars affiliated with eligible institutions. Adjudication committee members are selected in a manner that ensures equitable representation of expertise, official languages, gender, regions, and institution size.

In consultation with OLMCs and key stakeholders, SSHRC has developed the following policy statement to guide the implementation of Section 41 of the OLA:

SSHRC Policy Statement, Part VII, Section 41, Official Languages Act

SSHRC, within the context of its activities and decisions, recognizes the value of Canada's linguistic duality and the realities specific to official language minority communities (francophone communities outside of Quebec and anglophone communities in Quebec) and facilitates equitable access to its programs and services for these communities.

SSHRC's action plan supports the implementation of the policy and proposes a wide range of activities in the following areas for the years 2012-2015: awareness, communications and consultations, co-ordination and liaison, program processes and delivery, and monitoring, reporting and oversight.

Awareness

SSHRC will put into action its policy statement on the implementation of Section 41 of the OLA. It will increase the amount and quality of information provided to its staff, senior management, adjudication committees, standing committees and governing council on SSHRC's responsibilities regarding Section 41 of the OLA, and of the value and importance of taking into account the realities of official-language minority communities (OLMCs) in SSHRC's activities and decisions.

Communications and Consultations with OLMCs

Communications activities provide OLMC researchers with up-to-date and relevant information on available programs, enabling them to take part more effectively in SSHRC programs. SSHRC will organize program information sessions for OLMC institutions on a

rotating basis to ensure researchers at these institutions are well informed of available opportunities for SSHRC funding and of related application processes and best practices.

SSHRC will consult with OLMCs and contact points for OLMCs such as the senior administrators appointed as SSHRC Leaders at independent OLMC institutions, as well as key representatives of OLMCs such as the *Association des universités francophones du Canada* on how to best address the concerns, priorities and needs of OLMC researchers in accessing SSHRC's available funding programs and promoting linguistic duality in Canada. SSHRC will participate in forums and events that provide opportunities to share information and ideas with researchers from OLMC institutions.

SSHRC will integrate OLMCs within its 2013-2016 Communications Strategy and expand its external communications regarding official languages and OLMCs. Information on SSHRC activities regarding implementation of Section 41 of the OLA will be created and updated regularly on SSHRC's website. SSHRC will also systematically disseminate information on research projects related to official languages in Canada and undertaken by OLMC researchers, and design specific communication products for this purpose.

Co-ordination and Liaison

SSHRC participates on various committees related to official languages research and the implementation of Section 41 of the OLA. SSHRC will also share best practices with its partner agencies, the Natural Sciences and Engineering Research Council (NSERC) and the Canadian Institutes of Health Research (CIHR) and other interested parties.

Program Processes and Delivery

SSHRC will identify ways, in conjunction with key stakeholders, to better support the participation of OLMCs in programs as a means for these communities to improve their outcomes. SSHRC will strive for representation of researchers from OLMCs on its peer review committees and systematically inform these committees of SSHRC's responsibilities under Section 41 of the OLA.

Monitoring, Reporting and Oversight

SSHRC will monitor the participation of OLMC institutions, researchers, and students in its programs. SSHRC will capture statistics, report on and disseminate information on research funded on official languages issues and by OLMC researchers, and ensure this reporting is as robust as possible.

A logic model and a performance measurement strategy have been developed and will be implemented and adjusted as required. Results will be monitored annually by SSHRC management and reported in the annual Departmental Performance Report submitted to Parliament.

DETAILED ACTION PLAN

A. Awareness

Expected result: Increased awareness among SSHRC staff and management about their responsibilities with respect to Section 41 of the <i>Official Languages Act</i>		
<u>Planned activities to achieve expected result</u>	<u>Expected outputs</u>	<u>Indicators to measure progress</u>
<ul style="list-style-type: none"> • Systematically inform staff on OL requirements in general and Section 41 of the OLA: <ul style="list-style-type: none"> • Include information in orientation sessions for new SSHRC staff on Section 41 of the OLA and integrate information into program officer training kits • Develop and post information on Section 41 of the OLA on SSHRC's intranet for staff and hold an information session for staff annually • Include information in orientation material for SSHRC's governing council and committees 	<ul style="list-style-type: none"> • Information on Section 41 of the OLA included in orientation sessions and materials, and integrated into program officer training kits • Information on Section 41 of the OLA developed and posted on SSHRC's intranet for staff and information session held annually • Information included in orientation material for SSHRC's governing council and committees 	<ul style="list-style-type: none"> • Number of information sessions provided on Section 41 of the OLA, number of participants • Number and percentage of employees aware of their responsibilities concerning Section 41 of the OLA • Information material for council and committees included

B. Communications and Consultations with OLMCs

Expected result: Increased knowledge and inclusion of OLMC concerns in the development of SSHRC's corporate strategies and policies		
<u>Planned activities</u> to achieve expected result	<u>Expected outputs</u>	<u>Indicators</u> to measure progress
<ul style="list-style-type: none"> • Encourage OLMCs to share preoccupations with SSHRC and SSHRC Leaders and consult SSHRC Leaders at OLMC institutions to ensure ongoing dialogue on SSHRC's directions, programs, and policies • Organize a session on best practices of institutional support of researchers applying to SSHRC at Congress of the Humanities and Social Sciences, CAURA, or another major venue for the SSH • Participate in forums and events organized by SSHRC's various stakeholder groups (including the Congress of the Humanities and Social Sciences, the Canadian Association of University Research Administrators, the Association francophone pour le savoir, and the Association des universités de la francophonie canadienne) that facilitate the sharing of information and ideas with researchers from OLMC institutions • Integrate OLA policy key actions into webinar materials for all postsecondary institutions and communicate responsibilities to postsecondary administrators • Undertake university sessions or webinars (on a rotating schedule) to OLMC universities, including affiliated OLMC institutions within non-OLMC universities, to provide information on available programs and application processes 	<ul style="list-style-type: none"> • SSHRC Leaders at OLMC institutions consulted • Session organized on best practices of institutional support of researchers applying to SSHRC at major venue for the SSH • SSHRC staff participating in events (organized by various stakeholder groups) that include researchers from OLMC institutions • three-year cycle schedule developed for the delivery of webinars to OLMCs • OLA policy key actions integrated into webinar materials for all postsecondary institutions and responsibilities communicated to postsecondary administrators • Sessions undertaken to OLMC institutions 	<ul style="list-style-type: none"> • Number of consultations with SSHRC Leaders per year (target: once a year) • Session held and best practices conveyed, number of participants, feedback received • Number of events SSHRC staff participates in that facilitate the sharing of information and ideas with researchers from OLMC institutions • Material integrated into webinar materials and communicated to postsecondary administrators • Number of SSHRC sessions/webinars with OLMC universities and affiliated institutions

C. External Communications

Expected result: SSHRC's broader community is better informed about linguistic duality and OLMCs in Canada		
Planned activities to achieve expected result	Expected outputs	Indicators to measure progress
<ul style="list-style-type: none"> • Develop content on SSHRC's public website related to official languages, such as details on funded projects, opportunities for engagement, and SSHRC's policy statement on its implementation of Section 41 of the OLA • Publish articles in <i>Bulletin 41-42</i> (Heritage Canada's official publication on OLA news) and <i>Dialogue</i> (SSHRC's e-newsletter) on SSHRC-funded projects related to official languages and/or by researchers from OLMC universities • Work with OLMC universities to promote media stories on SSHRC-funded research • Include mention in SSHRC annual reports and other corporate documents on SSHRC's implementation of Section 41 of the OLA • Broadly disseminate SSHRC's compendium on research related to official languages • Create a fact sheet on OLA for use by management and staff • Highlight an OLA research story in government newsletter • Post Facebook content and feature tweets on twitter related to OLA • Propose SSHRC announcement at OLMC institution subject to Ministerial availability 	<ul style="list-style-type: none"> • Website information developed • Articles published in <i>Bulletin 41-42</i> and <i>Dialogue</i> • Potential media stories promoted to OLMC universities • Information included in SSHRC's annual reports and other corporate documents • SSHRC's compendium on research related to official languages broadly disseminated • Fact sheet on OLA created for use by management and staff • OLA research story highlighted in government newsletter • Facebook content posted and tweets on twitter featured related to OLA • SSHRC announcement at OLMC institution proposed 	<ul style="list-style-type: none"> • Degree of use of SSHRC's web-based information related to official languages and level of use of OLA fact sheet • Level of visibility of SSHRC programs and processes • Level of visibility of SSHRC-funded research on official languages issues and by OLMC researchers • Number of people that receive compendium on research related to official languages • Number of OLA research stories in government newsletters • Number of Facebook posts and tweets on OLA • Number of announcements at OLMC institutions

D. Co-ordination and liaison

<p>Expected result: Co-operation with multiple partners to enhance OLMC development and vitality and to share best practices in supporting research on official languages</p>		
<p><u>Planned activities</u> to achieve expected result</p>	<p><u>Expected outputs</u></p>	<p><u>Indicators</u> to measure progress</p>
<ul style="list-style-type: none"> • Participate in interdepartmental meetings on Official Languages • Participate in meetings between national co-ordinators responsible for implementation of Section 41 of the OLA • Share best practices with sister funding agencies NSERC, CIHR and other interested organizations on implementation of Section 41 of the OLA 	<ul style="list-style-type: none"> • Interdepartmental meetings held, public and private contacts developed • Information gathered through meetings of national co-ordinators responsible for implementation of Section 41 of the OLA • Best practices on the implementation of Section 41 of the OLA shared with NSERC, CIHR and other interested organizations 	<ul style="list-style-type: none"> • SSHRC participation in meetings • Extent to which constructive practices are shared

E. Program Processes and Delivery

Expected result: OLMCs and researchers studying issues related to linguistic duality make up part of SSHRC’s regular clientele and have adequate access to SSHRC programs and information		
<u>Planned activities</u> to achieve expected result	<u>Expected outputs</u>	<u>Indicators</u> to measure progress toward achieving expected result
<ul style="list-style-type: none"> • Provide briefings to peer-review committees on SSHRC’s responsibilities under Section 41 of the OLA and integrate this information into committee manuals • Strive to recruit committee members from OLMCs, invite suggestions for potential committee members from OLMCs, and monitor the participation of OLMCs in adjudication committees • Incorporate policy statement into program descriptions and encourage the dissemination of research results in both official languages in program literature 	<ul style="list-style-type: none"> • Briefings provided to peer-review committees on SSHRC’s responsibilities under Section 41 of the OLA and information integrated into committee manuals • Committee members from OLMCs recruited, suggestions for potential committee members from OLMCs invited, and participation of OLMCs in adjudication committees monitored • Policy statement integrated into program descriptions and dissemination of research results in both official languages encouraged in program literature 	<ul style="list-style-type: none"> • Relevant information presented to peer-review committees and added to orientation materials for peer-review committees • Number of committee members recruited from OLMCs - target: 12 over three years • References to policy statement and dissemination of research results in both official languages found in program literature

F. Monitoring, Reporting and Oversight

Expected result: Improved accountability on SSHRC results in the implementation of Section 41 of the OLA; responsibilities under OLA Section 41 fully integrated in SSHRC's policies and programs/services		
<u>Planned activities</u> to achieve expected result	<u>Expected outputs</u>	<u>Indicators</u> to measure progress
<ul style="list-style-type: none"> • Monitor progress through various means, including results-based Section 41 action plans and achievement reports • Incorporate objectives of Section 41 of the OLA into SSHRC's internal evaluation processes • Incorporate objectives of Section 41 of the OLA into official reporting to TB • Monitor participation and results of OLMCs • Broadly disseminate yearly compendium of SSHRC support for OLA-related issues 	<ul style="list-style-type: none"> • Progress monitored through results-based Section 41 action plans and achievement reports • Objectives of Section 41 of the OLA incorporated into SSHRC's internal evaluation processes • Objectives of Section 41 of the OLA incorporated into official reporting to TB • Participation and results of OLMCs monitored • Yearly compendia broadly disseminated 	<ul style="list-style-type: none"> • Scope of progress on the implementation of Section 41 • Frequency of internal evaluations processes involving Section 41 of the OLA • References to Section 41 of the OLA in official reporting to TB integrated • Compendium disseminated to target groups and posted on the Web

DISTRIBUTION LIST

In addition to being submitted to federal departments responsible for the implementation of Section 41, SSHRC's action plan is distributed to OLMC institutions and interested parliamentary and community stakeholders, including those listed below.

- Clerk of the House of Commons Standing Committee on Official Languages
- Clerk of the Senate Standing Committee on Official Languages
- Commissioner of Official Languages
- OLMC organizations and other interested groups
 - Association francophone pour le savoir
 - Association des universités de la francophonie canadienne
 - Canadian Association of University Research Administrators/ Association canadienne des administrateurs de recherche
 - Canadian Federation for the Humanities and Social Sciences/Fédération canadienne des humanités et sciences sociales
 - Fédération des communautés francophone et acadienne (FCFA) du Canada
 - Institut canadien de recherche sur les minorités linguistique/Canadian Institute for Research on Linguistic Minorities
 - Simon Fraser - Bureau des affaires francophones/francophiles
 - SSHRC Leaders at OLMC universities
 - Quebec Community Groups Network

SSHRC's action plan is also available online at:

http://www.sshrc.ca/site/about-crsh/publications/pub_corporate_reports-pub_rapports_organisationnels-eng.aspx

SIGNATURE OF SSHRC'S PRESIDENT

Chad Gaffield, President

Date